



**Job Title:** Packaging Operator  
**Department:** Operations  
**Reports To:** Shift Supervisor  
**FLSA Status:** Hourly

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**Summary** Performs repetitive assembly operations to package rolls and bread products by performing the following duties. Will be responsible to adhere to food safety, quality and legality principles.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Works at different work stations or tasks as packaging needs require. Those tasks include Counting, Separating, Packing, Inserts, Stacking, UBE Operations and Robotic Operations to name a few.

Places parts in specified relationship to each other.

Tends bakery packaging machines, to perform packing operations on assembly line.

Works at different work stations as packaging needs require.

Works on line where tasks vary as different product moves along line.

Continuously sanitizes and cleans work area to maintain food safe environment.

Adheres to all Safety and GMP policies and procedures at all times.

Properly documents all data required during their work day.

Adheres to our Core Values and ICARE principles.

**Supervisory Responsibilities**

This job has no supervisory responsibilities.

**Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience**

Less than high school education; or up to one month related experience or training; or equivalent combination of education and experience.

**Language Skills**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Ability**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**Computer Skills**

Basic Skills in Windows/Microsoft Office environment to perform data entry activities.

**Physical Demands** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk and use hands to finger, handle, or feel. The employee is frequently required to reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee must regularly lift and /or move up to 15 pounds, frequently lift and/or move up to 20 to 30 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and color vision. Work posture requirements include: bending, crouching, twisting, reaching and pushing.

**Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to moving mechanical parts. The employee is frequently exposed to wet and/or humid conditions and extreme heat. The employee is occasionally exposed to high, precarious places and risk of electrical shock. The noise level in the work environment is usually moderate.

Costanzo's Bakery provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Costanzo's Bakery complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

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